Government of
Saskatchewan

Annual Report 1988-89

90-05505/

Saskatchewan Justice

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Letters of Transmittal

December 1, 1989

Her Honour
The Honourable Sylvia O. Fedoruk, O.C., S.O.M.
Lieutenant Governor of the Province of Saskatchewan

May It Please Your Honour:

I have the pleasure to transmit to your Honour the Annual Report of the Saskatchewan Department of Justice for the year ending March 31, 1989.

Respectfully submitted,

The Honourable J. Gary Lane, Q.C.,
Minister of Justice and
Attorney General

December 1, 1989

The Honourable J. Gary Lane, Q.C.,
Minister of Justice
and Attorney General,
Province of Saskatchewan,
REGINA, Saskatchewan.

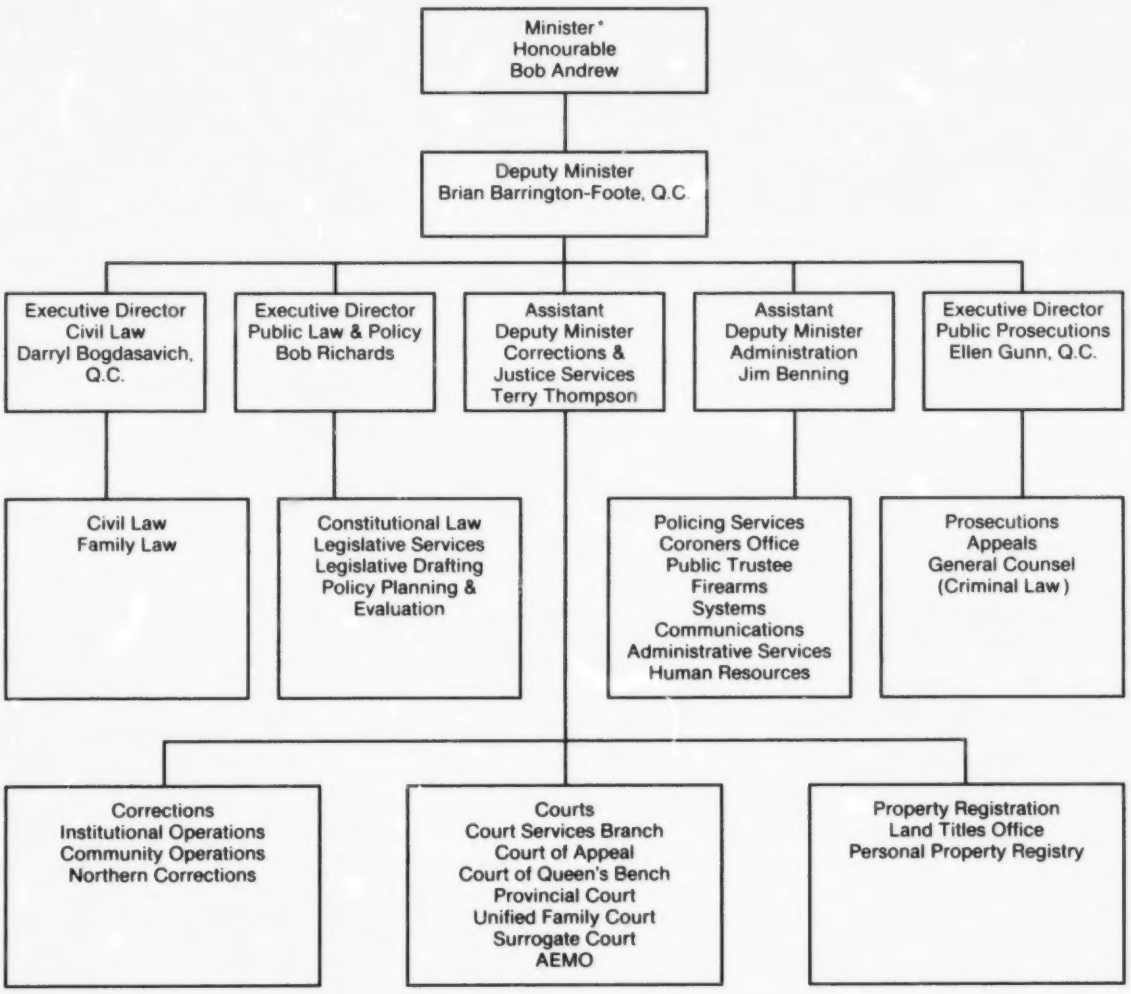
Dear Mr. Lane:

I have the honour to submit for your consideration the Annual Report of the Saskatchewan Department of Justice for the year ending March 31, 1989.

Respectfully submitted,

Brian Barrington-Foote Q.C.
Deputy Minister of Justice
and Deputy Attorney General

Saskatchewan Justice - Organization Chart March 31, 1989



* Also responsible for:
Saskatchewan Farm Ownership Board
Farm Land Security Board
Public and Private Rights Board
Surface Rights Arbitration Board
Provincial Mediation Board
Rent Appeal Commission
Saskatchewan Securities Commission
Saskatchewan Police Commission
Saskatchewan Human Rights Commission
Saskatchewan Law Reform Commission
Crimes Compensation Board
Mediation Services

1. Introduction

The Department of Justice is responsible for providing Justice services in the Province of Saskatchewan. These services include:

- policing, with respect to those laws which the Province is responsible for enforcing, including provincial policing delivered by the Royal Canadian Mounted Police under a contract between the Province and the Government of Canada;
- the prosecution of offences under the **Criminal Code**, the **Young Offenders Act** and provincial statues;
- support services to the Court of Appeal and the Court of Queen's Bench;
- The Provincial Court of Saskatchewan;
- the provincial corrections system;
- the provincial coroners system;
- the provincial land titles system and personal property registration systems;
- the operation and management, through the office of the Public Trustee, of systems for the administration of estates of the mentally incompetent and minors; and
- legal advice to the Government and conducting all litigation for or against the Crown.

By the terms of **The Department of Justice Act**, the Minister of Justice is **ex officio** the Attorney General and, in that capacity, continues to have the constitutional and legal responsibilities traditionally associated with that historic office. Certain of those responsibilities relate to his special role in Cabinet and for that purpose the Minister is described as the legal member of the Executive Council. He is the legal advisor to the Crown. Among his duties are:

- ensuring that the administration of public affairs is in accordance with the law;
- superintending all matters connected with the administration of justice in Saskatchewan that are within the constitutional jurisdiction of the Province; and
- providing legal advice to the Government of Saskatchewan and conducting all litigation for or against the Crown.

In addition, a number of Boards and Commissions report to the Minister. Although the budgets of these Agencies are included within the Department budget, they operate independently and are not managed by the Department.

These Boards and Agencies include: The Saskatchewan Farm Ownership Board, the Public and Private Rights Board, the Surface Rights Arbitration Board, the Crimes Compensation Board, the Saskatchewan Securities Commission, the Saskatchewan Law Reform Commission, the Saskatchewan Police Commission and the Saskatchewan Human Rights Commission.

Another agency reporting to the Minister was created in September, 1988 under provisions of **The Saskatchewan Farm Security Act**. Mediation Services provides mediators to assist in dispute resolution between farmers and creditors when legal action is initiated, assisting both parties in achieving an acceptable solution to financial difficulties outside the courtroom.

During the 1988-89 fiscal year, the jurisdiction of the Small Claims Court was expanded through the new **Small Claims Act**. In addition, procedures of the court were changed to be more flexible and straightforward.

Also during 1988-89, continuing use of electronic recording of transcripts resulted in the complete elimination of the transcript backlog in the court systems of Saskatchewan. The recording and transcription of evidence from court hearings is now completed in an average of less than two months, rather than the six months previously required.

The Maintenance Enforcement Program continued to meet the growing demand for its services, registering 1,572 maintenance orders during 1988/89 and collecting more than $3.8 million on behalf of claimants. An additional ten staff members were hired to eliminate a backlog of orders to be registered and keep pace with new registrations.

A number of changes took place among the Department's management personnel during the course of the fiscal year under review:

- Mr. W.B. McLeod was appointed to the position Senior Traffic Justice effective April 15, 1988.
- Maurice Herauf was appointed to the position of Director, Maintenance Enforcement Office effective June 2, 1988.
- Larry Wilson was appointed Director of Institutional Operations, Corrections Division, effective June 9, 1988.
- Ray Petrich was appointed to the position of Director/Master of Titles of the Property Registration Branch effective November 15, 1988.
- His Honour Judge D.A. Lavoie was appointed a Provincial Court Judge effective December 1, 1988.
- Terry Lang was appointed to the position of Director of Community Operations, Corrections Division, effective December 16, 1988.
- Twyla Meredith was appointed to the position of Director of Administrative Services Branch effective January 16, 1989.
- Lisa Ann Wood was appointed to the position of Director of Communications Branch effective February 1, 1989.
- His Honour R.D. Bell was appointed a Provincial Court Judge effective March 14, 1989.

Figure 1

Saskatchewan Justice
Departmental Expenditure by Program

1988-89
(140.8 million dollars)

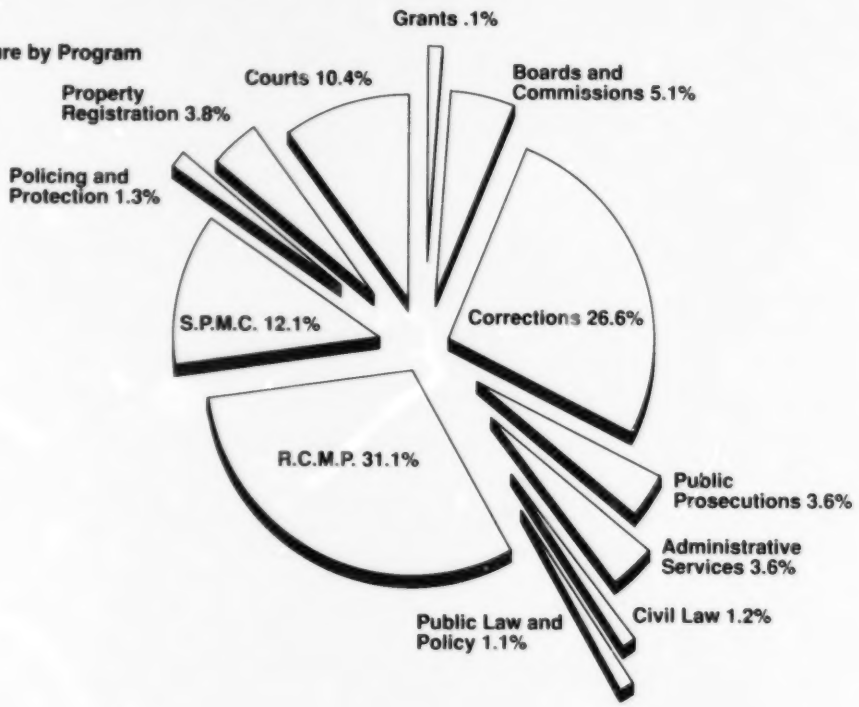
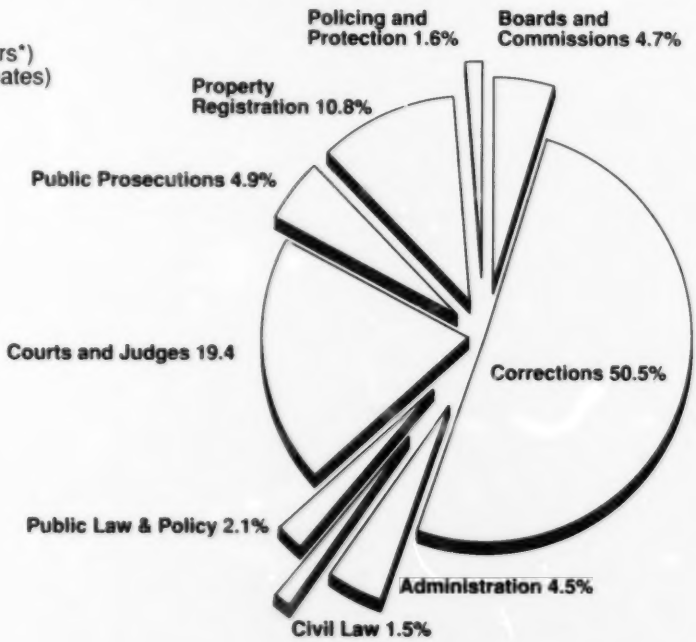


Figure 2

Saskatchewan Justice
Departmental Human Resources by Program

1988-89

(1589.7 Person-Years*)
(*Per 1988/89 Estimates)



2. Civil Law Division

The Civil Law Division is responsible for providing general legal services to government departments and agencies. Specialized services in constitutional law and the drafting of legislation are provided by the Public Law and Policy Division.

There are three sections within the Civil Law Division. Crown Solicitors in one Section act as counsel for the government in civil litigation matters, appearing before the courts at all levels and before regulatory boards and tribunals. Crown Solicitors in the other two sections provide services to approximately 60 client departments, boards and agencies of the government and to Cabinet Ministers responsible for those departments, boards and agencies. The solicitors in these sections are assigned to teams composed of two or three lawyers, with each team responsible for specific client agencies or areas of the law. The teams provide legal services such as: preparing contracts and other legal documents; assisting in the development of legislation, regulations and orders-in-council; counselling government officials with respect to legal requirements and procedures; providing interpretations of provincial and federal statutes; undertaking legal research and policy projects; supervising the provision of legal services by fee-for-service solicitors; conducting negotiations on behalf of government departments and agencies; and providing general legal advice.

The Division has 17 Crown Solicitors and 4 support staff. Crown Solicitors providing services to government are centrally located within the Department of Justice. This arrangement facilitates collegial consultation, allows the aggregate skills of the division to be readily utilized in addressing specific problems, ensures that services will be of a uniformly high quality and facilitates the identification of issues that should be dealt with by the government as a whole.

3. Public Law and Policy Division

The Public Law and Policy Division is comprised of four work units.

Constitutional Branch

The Constitutional Branch provides legal advice to the Government on constitutional matters and represents the Attorney General in court proceedings which raise constitutional issues. In addition, the Branch provides advice and other legal services in matters of aboriginal, human rights, and trade law.

Solicitors from the Branch handle many of the Department's litigation files. The Branch is also involved in constitutional issues that are raised in prosecutions carried out by the Attorney General and provides advice or counsel as appropriate. The Branch plays a major role in constitutional reform and related intergovernmental matters.

Legislative Services

The Legislative Services Section supplies co-ordination and analytical services for the Department in the development of legal and legislative policy and provides technical advice on proposed legislation to departments and other government agencies. The legislative initiatives in which the Section has been involved during the past year include **The Homesteads Act, 1989, The Police Act**, **The Children's Law Act, The Family Maintenance Act** and amendments to **The Saskatchewan Human Rights Code**. The Section also provides legal assistance to the Legislative Review Committee of Cabinet, the Department of the Provincial Secretary, the Government House Leader and the Chief Electoral Officer, and advises the Executive Council and other Crown agencies on the form, effect and legality of proposed orders-in-council.

Legislative Drafting

The Legislative Drafting Section drafts all government bills and regulations. In this capacity the Section takes instructions from the Legislative Review and Regulations Review Committees of Cabinet. It also provides general advisory services on drafting matters to government departments and other Crown agencies. In addition, the section is responsible for the general revision of regulations and statutes, and liaison with the Drafting Section of the Uniform Law Conference of Canada.

The Legislative Drafting section co-ordinates activities related to the printing of government bills, the publication of loose-leaf statutes, loose-leaf regulations and various tables, and the publication of regulations in the Saskatchewan Gazette. The Section prepares consolidations of statutes and regulations and is responsible for the computerization of the Statutes of Saskatchewan.

Policy, Planning and Evaluation

The Policy, Planning and Evaluation Branch provides central program support services with special emphasis on criminal law and family law issues. Activities within the Branch focus on strategic planning, policy analysis, program development and program analysis. Branch staff represent the Department on various provincial committees including those concerning family violence and on a number of federal-provincial committees related to criminal and family law developments. The Branch is also responsible for administering the Department's library service and providing consultation on operational issues to Divisional and Branch Heads on an ongoing basis.

Highlights of operations in the past year include:

(a) supervision of projects related to child sexual assault investigations and trials;

(b) development of background papers on a variety of Justice related issues including drug use, criminal trends, native justice and family law;

(c) the Branch provided project direction for the development of a strategy to implement various criminal law changes, including amendments to the **Criminal Code** concerning victims of crime.

4. Public Prosecutions Division

The Public Prosecutions Division prosecutes all offences under the **Criminal Code** of Canada, the **Young Offenders Act** and the Statues of Saskatchewan, in all the courts in the province and in the Supreme Court of Canada. The Division is also responsible for providing legal advice to the RCMP in its provincial policing role and to municipal police forces in matters under investigation.

As Attorney General for Saskatchewan, the Minister of Justice is responsible for administering criminal justice in the province. The Minister has constitutional independence in this role and as his agents, members of the Public Prosecutions Division exercise wide discretionary powers. These powers are to be exercised in the public interest. Crown Prosecutors must act as part of the court rather than as advocates. In a trial, a Crown Prosecutor has a duty to offer all relevant evidence - for the accused as well as against him. While the Crown Prosecutor must vigorously strive to see that the course of justice is not thwarted, this must be accomplished with fairness, moderation and dignity.

The Public Prosecutions Division has 82 staff; 51 professional and 31 support staff located within department offices in Regina and in nine regional prosecution offices in: Regina, North Battleford, Moose Jaw, La Ronge, Prince Albert, Saskatoon, Swift Current, Yorkton and Melfort. In addition the Division employs 39 members of the private bar as prosecutors on a fee for service basis.

5. Corrections and Justice Services Division

Court Services Branch

The Court Services Branch provides support to the Courts in Saskatchewan. Through its four operating units Court Services Branch provides uniform service policy and direction to the field offices in trial expedition, courtroom provision, document processing and statistical data production.

Sheriffs Services are provided throughout the province. Sheriffs and Sheriff's officers execute court orders, serve legal documents and enforce statute orders.

The Registrar of Courts provides advice and direction to the province's Local Registrars who process court documents, receive records and act as clerks of the court at all courtroom and chamber sessions.

Court Operations involves the administration relating to the Court of Appeal, the Court of Queen's Bench, the Surrogate Court, the Unified Family Court, and the Automatic Enforcement of Maintenance Order program. It also includes the non-judicial administration relating to the Provincial Court of Saskatchewan and the Traffic Safety Court of Saskatchewan; administration of **The Commissioner for Oaths Act, The Notaries Public Act, The Marriage Act** and provision of training and support services for Justices of the Peace throughout the province. The unit provides for judicial officers, clerical staff, court reporting, library services, office supplies and equipment, and court space, and ensures the production of transcripts.

Administrative Support provides financial and administrative support services for the Court Services Branch. This includes preparation of financial reports and documents and functions related to personnel administration. As well, Administrative Support is responsible for the Provincial Court Management Information System.

Highlights in the Court Services Branch in 1988/89 were:

- A number of Sheriffs' Officers were contracted in order to assist sheriffs' offices with increased workload.
- The new **Small Claims Act** came into force on December 1, 1988. This legislation replaced **The Small Claims Enforcement Act**. The purposes of the new **Small Claims Act** are to expand the jurisdiction of the court and make the procedures in Small Claims Court more flexible and straightforward.
- The court offices complied with the Section of **The Official Languages Act** which requires the pre-printed portions of the criminal code forms to be bilingual.
- The Smeaton circuit point was transferred from Prince Albert Provincial Court to Melfort Provincial Court, effective January, 1989.
- **The Justices of the Peace Act** 1988, received Royal assent. The legislation was drafted to address concerns regarding the independence of individuals exercising judicial functions.
- The Notaries Public and Commissioners for Oaths work unit saw a substantial increase in applications during the 1988 calendar year. Commissioners for Oaths applications increased from 2,335 in 1987 to 3,103 in 1988. Likewise, applications for appointment as Notaries Public increased from 382 in 1987 to 565 in 1988.
- The 1988/89 fiscal year resulted in a total elimination of transcript backlog (recording and transcription of evidence from court hearings). Transcriptions of preliminary hearings are prepared within five weeks, and of criminal trials prepared within five to eight weeks. Transcriptions of Queen's Bench civil trials are prepared within eight weeks for a two to three day trial and within nine weeks for trials that run up to ten days. The turnaround time on transcript reached a level of service that has never been accomplished within Saskatchewan. It went from an average of six months to less than two months.
- 1,572 maintenance orders were registered by the Maintenance Enforcement Office in 1988/89, and $3,849,208 was collected on behalf of claimants. A total of 5,260 maintenance orders have been registered by the office since the inception of the program in the fall of 1985. The staff complement expanded by 10 (including a new Director) to assist in dealing with the substantial backlog of applications.
- A secretary's manual was prepared for use of Queen's Bench Judges' secretaries.
- A Local Registrar's manual was prepared for use by the judicial officer staff in the Court of Queen's Bench.
- The waiting list for the assignment of cases in the Unified Family Court was reduced from four months to less than one month. This was a result of a major shift in workload in the Unified Family court that saw the elimination of counselling and mediation by the counsellors so that all their efforts could be focused on custody/access reports. The preparation of custody/access reports was contracted out to the private sector.
- A number of Queen's Bench judges and members of the Department of Justice participated in a mediation training seminar. The skills learned at the seminar have been used to conduct effective settlement of pre-trial conferences. The result has been a reduction in the waiting time for trials.

The outline of purpose and activities of each Court are as follows:

The Court of Appeal for Saskatchewan

The Chief Justice of Saskatchewan presides over the Court of Appeal. In addition to the Chief Justice, the court consists of six Justices, and as of March 31, 1989, one supernumerary judge. The judges are appointed by the Governor General in Council. The Court hears appeals from all other Courts in the Province of Saskatchewan and its decisions may be appealed only to the Supreme Court of Canada. During the year 1988 leave to appeal to the Supreme Court was sought in 17 cases and granted in 3. There were two cases heard by right to appeal.

Table 1
Court of Appeal for Saskatchewan - Caseload Statistics by Calendar Year

	1984	1985	1986	1987	1988
Civil appeals filed	321	322	313	374	355
Criminal appeals filed	453	446	405	395	415
Total appeals filed	774	768	718	769	770
Civil appeals heard	158	246	213	224	188
Criminal appeals heard	507	360	346	297	318
Total Appeals heard	665	606	559	521	506
Chamber Applications	155	182	190	200	186
Settled or abandoned appeals (between readiness and hearing)	127	82	73	82	75

Table 2
Court of Appeal for Saskatchewan - Time to Appeal Hearing

	Interval	
	1987/88	1988/89
Sentence Appeals	15 - 30 days	15 - 30 days
Expedited Criminal Appeals	30 - 45 days	30 - 45 days
Expedited Civil Appeals (interlocutory or custody)	30 - 45 days	30 - 45 days
Regular Criminal Appeals	30 - 60 days	30 - 60 days
Regular Civil Appeals (Regina)	180 days	90 days
Regular Civil Appeals (Saskatoon)	90 - 120 days	90 days

The Court of Queen's Bench for Saskatchewan

The Court of Queen's Bench is the superior trial court for the province with original jurisdiction in all civil and criminal matters not expressly excluded by statute. In addition, it sits on appeal over the Provincial Court of Saskatchewan with respect to summary conviction offences and Small Claims matters. Judges of the Court of Queen's Bench hear matters in all judicial centres. As of March 31, 1989, one supernumerary judge stepped down and the Chief Justice became a supernumerary judge leaving the Chief Justice's position vacant and a complement of 30 judges of the Court of Queen's Bench.

Table 3
Court of Queen's Bench for Saskatchewan - Judges by Location

Location	Judges	Supernumerary Judges
Regina	10	1
Saskatoon	12	2
Battleford	1	
Humboldt	1	
Melville	1	
Moose Jaw	1	
Prince Albert	1	
Yorkton	1	
Estevan	1	
Swift Current	1	1
Total	30	4

Table 4
Court of Queen's Bench for Saskatchewan - Caseload Statistics by Calendar Year

	1984	1985	1986	1987	1988
Civil actions commenced (excluding divorce)	14,174	14,575	14,115	14,567	14,725
Civil trials heard (excluding divorce)	486	435	437	543	319
Petitions for divorce commenced	1,541	1,539	2,045	2,242	1,933
Criminal trials heard	629	636	570	763	957
Criminal appeals heard	402	277	283	271	288
Chamber matters heard	18,316	17,016	18,065	17,432	20,028
Sheriff:					
- Writs of execution filed	5,177	4,804	5,193	5,155	5,568
- Writs completed, satisfied or expired	3,086	3,136	3,098	3,722	3,469
- Seizures	585	505	395	397	396
- Investigations	9,599	9,522	8,732	9,144	8,653
- Process served	2,377	2,485	2,588	2,805	2,668

The Surrogate Court

The Surrogate Court for Saskatchewan has jurisdiction in relation to testamentary matters and issuance of grants of probate and administration. It is a court of record. The Justices of the Court of Appeal and Court of Queen's Bench have been appointed Judges of the Surrogate Court. The Court of Appeal and Court of Queen's Bench exercise the jurisdiction given to the Surrogate Court.

Table 5
Surrogate Court - Caseload Statistics by Calendar Year

	1984	1985	1986	1987	1988
Letters Probate	2,763	2,894	3,016	2,911	2,595
Letters of Administration	668	673	663	652	579
Under Sections 45 & 46 of the Act	128	47	66	80	40
Total	3,559	3,606	3,745	3,643	3,214

The Unified Family Court

The Unified Family Court in Saskatoon provides a court with jurisdiction over all family matters. It takes into consideration a range of problems beyond legal issues and can deal with the family as a unit through a combination of court and social services. This Court has successfully brought together both the Provincial and Queen's Bench functions, resulting in an integrated court system in Saskatoon for family related matters.

Table 6
Unified Family Court - Caseload Statistics by Calendar Year

Actions commenced by statute	1984	1985	1986	1987	1988
The Divorce Act	758	748	983	1,046	986
The Married Persons' Property Act and The Matrimonial Property Act	215	212	256	335	394
The Deserted Wives' and Children's Maintenance Act	101	95	79	37	9
The Infants Act	268	294	295	310	279
The Children of Unmarried Parents Act	17	39	35	70	41
Others	146	65	105	130	91
Adoptions	107	108	113	101	111
Family Service	136	121	110	116	86
Criminal Code	25	6	9	9	4
Total	1,773	1,688	1,985	2,154	2,001
Number of files opened	1,121	1,116	1,348	1,455	1,555

The Provincial Court of Saskatchewan

The Provincial Court of Saskatchewan consists of a Chief Judge, and forty-four judges appointed by the Lieutenant Governor in Council on the recommendation of the Minister of Justice. A Judicial Council composed of judges of all three levels of court and representatives of the Law Society and the government has the duty of considering and making recommendations to the Minister regarding proposed judicial appointments to the Court. The Court exercises both civil and criminal jurisdiction:

(a) civil by virtue of **The Small Claims Enforcement Act**, under which it has jurisdiction to try and adjudicate upon claims and counterclaims for debts and damages not exceeding $5,000;

(b) criminal or quasi-criminal by virtue of the **Criminal Code** and a variety of federal and provincial statutes, under which it can hear summary conviction offences and certain indictable offences, in respect of which it has absolute jurisdiction, and other indictable offences where the accused is given a choice as to the mode of trial.

In general terms, it is the court of first appearance in criminal matters and adjudicates on all provincial and municipal offences. Consequently it is a court having a great impact on the general public.

During 1988-89, there were two appointments to the Provincial Court. His Honour Judge R.J. Kucey was killed in an automobile accident in the fall of 1988.

The Traffic Safety Courts are a successful and important component of the Provincial Court. Two Traffic Safety Courts are operational in Saskatchewan, one in Regina and one in Saskatoon, with two traffic justices assigned to each court. These courts handle traffic violations, excluding parking offences, and provincial statute matters and they were established with two objectives in mind:

(a) to remove traffic matters from the criminal court system, thus providing Provincial Court Judges more time to deal with criminal matters; and

(b) to attempt to change driving attitudes by having a court designed to deal with driving offenders.

Under the provisions of **The Provincial Court Act**, the Chief Judge is also assigned the responsibility of directing and supervising the duties and sittings of 479 Justices of the Peace.

Corrections

Corrections Division is a major component of the criminal justice system along with the police, prosecution, defence counsel and the judiciary. Two significant Corrections' objectives are to provide information and assistance to the courts regarding offenders and to administer the sentence of the court. These objectives are managed by:

- preparing pre-sentence and bail verification reports as requested by the courts;
- supervising persons placed on probation or released on bail;
- providing a range of facilities that meet the different security requirements for offenders sentenced to terms of imprisonment less than two years, or for persons held on remand awaiting trial or sentencing and for inmates transferred from the federal penitentiary system under the Exchange of Services Agreement;
- providing opportunities for offenders to settle fines through community service work; and
- providing opportunities for offenders to learn and practice responsible behaviour.

These activities are governed by the following legislation:

The Saskatchewan Corrections Act
The Summary Offences Procedure Act
The Criminal Code, and
The Prisons and Reformatories Act

(The latter two statutes are federal enactments.)

Corrections Division offers a wide range of programs to meet the responsibility of protecting the public and providing services to carry out sentences imposed by the courts. These programs provide for varying levels of offender care, control, and supervision delivered through two operational systems - the Community Operations Branch and the Institutional Operations Branch. Services for Northern Saskatchewan are administered through a Northern Regional Office located in La Ronge.

Corrections Highlights

- The construction and opening of the three 40 bed Living Units and shop/training complex in September, 1988, at the Regina Correctional Centre culminated the 200 bed space expansion and program space development at the men's provincial correctional centres. The construction which was financed largely with federal government funds (as a result of the Federal/Provincial Exchange of Services Agreement) allowed for the concept of small unit programming to be implemented fully throughout the province.
- A new 16 bed replacement facility was opened at the Echo Valley Correctional Camp in October, 1988, and 12 beds were constructed at the Besnard Lake Camp to replace the trailer unit complex.
- 1988/89 saw a significant growth in both the Community Service Order Program and the Fine Option Program. It is noteworthy that the two programs combined, provided over 434,000 hours of offender work to their local communities.
- The program needs of female offenders in Pine Grove Correctional Centre were reviewed and plans developed for construction of a new multi-purpose building which will enhance program delivery.

Federal/Provincial Exchange of Services Agreement

The Saskatchewan Justice Department signed an agreement in 1986 with the federal government to keep certain Saskatchewan offenders sentenced to federal institutions, within Saskatchewan, to serve their sentences near their homes and families. The agreement provided the province with $13.75 million in capital funds, plus full inmate maintenance and staff training allowances.

Saskatchewan began receiving federal inmates effective April 1, 1986. On March 31, 1989, 124 federal inmates were serving sentences in provincial correctional centres as per the Federal/Provincial Agreement.

Table 7

Exchange of Service Agreement Inmate Statistics

	1986/87	1987/88	1988/89
Exchange of Service Inmate Admissions	78	88	148
Exchange of Service Inmate Average Daily Count	34	60	95

Community Operations

The primary purpose of Community Operations Branch is to promote the responsible behaviour of offenders and provide a meaningful and socially productive level of offender control in the community. This is accomplished by providing the courts with essential information and developing and administering a range of responsible sentencing and pre trial alternatives.

Adult Probation Services

Probation is the supervision of convicted offenders for whom the passing of sentence has been suspended pending satisfactory compliance with the terms and conditions of a court imposed order.

The adult probation service, which is administered through seven regional offices and eight sub-offices, supervises these offenders as well as preparing pre-sentence reports requested by the court.

Probation officers conduct community investigations to assist provincial correctional centres in developing release plans for inmates.

Table 8
Community Operations - Caseload Statistics by Fiscal Year

	1985/86	1986/87	1987/88	1988/89
Average Monthly Probation Caseload	2,944	3,082	2,697	2,733
Pre-Sentence Reports	1,373	1,356	1,422	1,380
Bail Verification Reports	607	525	660	636
Community Service Order Reports	135	80	92	126
Restitution Reports	338	362	305	292
St. Louis Placement Reports	624	622	571	607

Fine Option Program

The Fine Option Program provides offenders with the alternative of performing community service work to settle a fine rather than imprisonment for failing to pay the fine. Offenders participate in the program voluntarily and are required to perform various assigned tasks that will benefit the community. The program is administered locally on a fee-for-service basis by municipalities, Indian Bands or other non-profit organizations. At the end of the fiscal year there were 327 Fine Option Agents across the province.

Table 9

Fine Option Program - Operating Statistics by Fiscal Year

	1985/86	1986/87	1987/88	1988/89
Number of Fines Registered	13,053	14,852	14,200***	17,576
Value of Fines Worked Off ($000)	1,424	1,596	1,550**	1,644
Person Years of Imprisonment Eliminated*			289	380.45

* Accurate figures for person years of imprisonment eliminated are not available prior to 1987/88.

** Shown as 1,657 in the 1987/88 Annual Report. This was based on estimate only.

*** Shown as 14,400 in the 1987/88 Annual Report. This was adjusted for amended Northern Saskatchewan cases.

Community Service Order Program

The Community Service Order Program, implemented on December 1, 1983, provides an alternative sentence for property for those guilty of non dangerous offences. In this program, selected offenders, when ordered by the court, perform community service work as a condition of a probation order. All work benefits the community and is supervised by local non-profit agencies. This program runs in conjunction with the Fine Option Program, 235 of the 327 Fine Option agents operating both programs.

Table 10
Community Service Order Program - Operating Statistics by Fiscal Year

	1985/86*	1986/87*	1987/88*	1988/89*
Number of Orders made	856	1,070	969	1,164
Hours of Service Ordered	68,027	63,590	66,260	74,481

* Includes Young Offenders except those from Prince Albert, Regina and Saskatoon.

Restitution Program

The Restitution Program, implemented on a province-wide basis on April 1, 1983, serves as an alternative sentence for property offenders. It directs offenders, when ordered by the court, to pay victims of property crime the actual dollar loss resulting from the offence. The program provides services to the court through restitution assessment reports and supervision of restitution payments.

Table 11
Restitution Program - Operating Statistics by Fiscal Year

	1985/86	1986/87	1987/88	1988/89
Number of Orders Made	1,648	1,672	1,779	1,670
Restitution Ordered ($)	780,550	792,300	851,600	925,452
Restitution Paid to Victims ($)	540,840	568,351	500,580	495,917

Bail Verification and Supervision Program

The Bail Verification and Supervision Program assists the courts in determining who could be safely released into the community while awaiting trial. Program staff prepare Bail Verification Reports at the court's request and, when the court so orders, supervises individuals who have been released on bail. During 1988/89, 526 Bail Verification Reports were prepared. An average of 73 persons were supervised daily. The Bail Program, started in 1982, operated in Saskatoon, Regina and Prince Albert. In 1988/89, the program was expanded to the cities of Moose Jaw, Swift Current, Weyburn and Estevan.

Impaired Drivers Treatment Program

The Impaired Drivers Treatment Program provides a treatment option to those persons who are convicted of second or subsequent offences of impaired driving and who are subject to mandatory imprisonment. There are three phases to the Program:

- Corrections Division Program Co-ordinators conduct a preliminary screening and referral and submit sentence placement reports to the court;
- referred offenders are sentenced by the courts to a fixed term that allows the offender to be placed at a 30 bed residential care and treatment facility at St. Louis, Saskatchewan (the facility operates under a grant from the Saskatchewan Alcoholism and Drug Abuse Commission); and
- after their release, offenders receive follow-up services provided by personnel of the Saskatchewan Alcoholism and Drug Abuse Commission as a condition of a probation order.

Impaired driving offenders with longer sentences may be allowed to enter St. Louis 14 days before they are to be released on parole. In total 600 persons were admitted to the St. Louis facility during 1988/89, as compared to 571 admissions in 1987/88.

Volunteers in Probation

Available on a province-wide basis, the Volunteers in Probation Program enhances services to probationers and encourages citizen participation in the supervision of offenders. Volunteer Probation Officers are carefully selected and trained, and act under the guidance of a regular probation officer. During 1988/89, there were 100 volunteers matched and providing direct service to offenders on probation.

Institutional Operations

The Institutional Operations Branch administrators programs for the care and custody of offenders sentenced to terms of imprisonment of less than two years (i.e., those incarcerated offenders for which the province is responsible). During 1988/89, 20 correctional facilities were administered by the Division. The breakdown, by category, is:

Provincial Correctional Centres	4
Community Correctional Centres	2
Community-Training Residences	5
Correctional Camps (operated by correctional centres)	8
Correctional Camps (direct admission)	1
TOTAL	20

The average daily inmate count in 1988/89 (all facilities combined) was 1,317.

Administrative Release Programs

The Conditional Release Program and the Work Incentive Program, allow selected offenders to be placed in the community, on a temporary absence as they neared the completion of their sentence. The Institutional Fine Option Program allows persons incarcerated for non-payment of fines to be assigned to do community service work in lieu of imprisonment. In 1988/89, the three programs resulted in a daily average count of 127 on release, significantly reducing the total cost of incarceration to the province.

Provincial Correctional Centres

In 1988/89, Institutional Operations Branch maintained four correctional centres providing custody for offenders under provincial jurisdiction. These included correctional centres for male offenders in Regina, Saskatoon and Prince Albert. A facility for female offenders is located at Prince Albert.

Programs at all centres provide a secure humane environment for inmates while maximizing their work, educational and training opportunities. The centres provide a wide range of institutional services including academic and vocational training, counselling services, work and recreation programs and medical and dental services. Community resources are used as much as possible to provide these services. Low security inmates who qualify may be transferred to a community-training residence or they may be released on parole under the authority of the National Parole Board.

- The Regina Correctional Centre is the largest facility in the province and accommodates sentenced and remand offenders from the southern part of the province.
- A smaller facility, the Saskatoon Correctional Centre, accommodates sentenced and remand male offenders from the central area of the province. This facility is designed with modern living units and was opened in 1981/82.
- The Prince Albert Correctional Centre, identical in design and concept to the Saskatoon Correctional Centre, serves male offenders in the Northern area.
- The female facility, Pine Grove Correctional Centre at Prince Albert admits offenders from all regions.

Community Correctional Centres

Although community correctional centres are operated by the Corrections Division, a Community Advisory Board assists each facility in the development of policy and programming. Current emphasis is on the involvement of inmates in numerous community service work projects in the areas surrounding the centres.

- The 30 bed Battlefords Community Correctional Centre provides services to low security offenders from the Battleford area serving sentences of less than 12 months.
- An 18 bed Community Correctional Centre administered by the Northern Region is located at Buffalo Narrows. This facility receives non-violent male offenders directly from court or by transfer from Prince Albert Correctional Centre or Besnard Lake Camp.

Community Training Residences

The Community Training Residence Program provides opportunities for selected offenders, both sentenced inmates and probationers, to participate in community activities which promote responsible social behaviour and work patterns after their release. These activities include employment, vocational and academic training, and treatment for alcoholism and other specialized counselling. Five community training residences, two in Regina and one each in Saskatoon, Prince Albert and North Battleford, are maintained as a base for the program for male offenders. Each residence is a large leased family style home capable of accommodating 12 to 15 offenders.

Residents pay room and board during their participation in the program. They are encouraged to get involved in family and social activities that will help them learn to cope with the ordinary demands of society after release. Many participants have full-time jobs they retain after release.

Female offenders from Pine Grove Correctional Centre go into the community on a daily basis to participate in work, vocational training or educational aspects of the Community Training Program. In February of 1988, the Department contracted with the Salvation Army to provide services for four female offenders including some on the Community Training Program.

Table 12
Community Training Residence Program - Operating Statistics by Fiscal Year (Male)

	1985/86	1986/87	1987/88	1988/89
Cases Discharged During the Year	468	475	475	450
Total Days on Program	24,223	25,159	25,065	24,375
Total Earnings and Training Grants ($)	500,500	542,925	456,475	463,333
Board and Room Paid by Inmates to C.T.R. ($)	133,800	137,275	141,550	140,850
Inmate Earnings Transferred to Dependents ($)	48,315	62,315	66,008	62,550

Table 13
Community Training Residence Program - Operating Statistics by Fiscal Year (Female)

	1985/86	1986/87	1987/88	1988/89
Female C.T.R. Participants	78	80	40	46
Distance Placement Program	15	21	43	2
Grace Haven Placements	-	-	4	14
TOTAL	93	101	87	62

Correctional Camps

The province maintains eight correctional camps operating as satellites to correctional centres in various locations throughout the province. An additional camp, administered by the Northern Region, is located at Besnard Lake. Unlike the satellites, Besnard Lake Correctional Camp is an independent facility that receives admissions directly from court.

These facilities, for male inmates, provide a positive work and living experience for those who require a low level of security. The majority of work performed involves development and maintenance of public camping sites and recreational areas in the province's provincial parks. Some camps also perform fire fighting duties, forest harvesting operations and community service work.

- Satellite camps for the Regina Correctional Centre are located at Echo Valley and Buffalo Pound Provincial Parks.
- Prince Albert Correctional Centre has satellite camps on the Hanson Lake Road (White Gull) and another at the Meadow Lake Provincial Park, as well as an Urban Camp.
- An Urban Camp is located adjacent to the Saskatoon Correctional Centre while a satellite camp for the Centre is situated at Danielson Provincial Park.
- The Waden Bay Park Camp, a satellite to the Besnard Lake Correctional Camp, opened on September 1, 1986. The facility has a capacity of 16 inmates.
- At the end of 1988/89, the eight satellite camps and Besnard Lake Camp had a total capacity of 242.

Table 14
Correctional Facilities New Admissions - 1988/89 by type

		Admissions*	
Correctional Facility	**Sentence**	**Remand**	**Total**
Regina	2,311	936	3,247
Prince Albert	1,745	1,171	2,916
Pine Grove	734	273	1,007
Saskatoon	1,753	2,084	3,837
Battlefords	467	-	467
St. Louis	215	-	215
Buffalo Narrows	218	-	218
Besnard Lake	119	-	119
Grace Haven	19	-	19
TOTAL	7,581	4,464	12,045

*New admissions only (**NOTE**: The St. Louis correctional facility received 385 transfers from other correctional facilities.)

Table 15
Correctional Facilities - 1988/89 New Sentenced Admissions* by age group

	Age Group											
Facility	**16**	**17**	**18**	**19**	**20-24**	**25-29**	**30-34**	**35-39**	**40-44**	**45-49**	**50+**	**TOTAL**
Regina	1	2	112	169	762	481	290	174	122	73	125	2,311
Prince Albert	0	1	94	116	570	383	214	152	78	48	89	1,745
Pine Grove	0	0	31	48	239	174	130	63	21	15	13	734
Saskatoon	0	0	70	109	490	413	278	167	101	56	69	1,753
Battlefords	0	0	19	39	166	91	51	21	29	15	36	467
St. Louis	0	0	5	6	54	32	27	21	20	16	34	215
Buffalo Narrows	0	0	6	25	80	48	22	12	9	6	10	218
Besnard	0	0	10	10	47	21	15	7	3	4	2	119
Grace Haven	0	0	1	1	6	6	2	2	0	0	1	19
TOTAL	1	3	348	523	2,414	1,649	1,029	619	383	233	379	7,581

*New admissions only (**NOTE:** The St. Louis Correctional facility received 385 transfers from other correctional facilities.)

Table 16
Correctional Facilities New Sentenced Admissions* - by major offence 1988/89

Correctional Facility	**Against Persons**	**Narcotics**	**Against Property**	**Drinking/ Driving**	**Misc.**	**Prov./Mun. Acts**	**Total**
Regina	371	108	611	553	351	317	2,311
Prince Albert	315	53	394	347	294	342	1,745
Pine Grove	59	29	219	91	173	163	734
Saskatoon	249	95	453	361	239	356	1,753
Battlefords	31	13	100	118	78	127	467
St. Louis	2	0	4	208	0	1	215
Buffalo Narrows	37	6	45	39	39	52	218
Besnard Lake	34	2	34	18	28	3	119
Grace Haven	1	3	7	6	2	0	19
TOTAL	1,099	309	1,867	1,741	1,204	1,361	7,581

*New admissions only (**NOTE:** The St. Louis correctional facility received 385 transfers from other correctional facilities.)

Property Registration Branch

Under the guidance of the Master of Titles, the Property Registration Branch provides and administers a system of registration for both real and personal property that protects the owner's interest, facilitates transactions dealing with such property, and provides a means of determining priority between competing claimants to property.

The branch operates two distinct systems: The Land Titles System, dealing with real property, and the Personal Property Registry, dealing with personal property.

Land Titles System

The purpose of the Land Titles System, similar to that in the other Western Provinces, is to provide for provincially guaranteed ownership of land, and recording of documents which create interests in land, such as mortgages and easements in order to protect the persons entitled to those interests. Land Titles offices examine and register land related documents, issue and update titles. They also provide title and document searches, maintain perpetual records of titles and provide copies as required.

There are eight land registration districts in the province, each with its own land titles office, registrar and staff. The registrars work under the legal and administrative direction of the Master of Titles, who is also the Director of the Property Registration Branch. District offices are located in Battleford, Humboldt, Moose Jaw, Prince Albert, Regina, Saskatoon, Swift Current and Yorkton. The offices of the Chief Surveyor and microfilm editing, which are also part of the Land Titles System, are located in Regina.

The Chief Surveyor examines and approves for registration in the Land Titles offices all plans of survey except roadway plans. The Chief Surveyor is the final arbitrator concerning surveys, plans, "metes and bounds" descriptions, amendments of plans, descriptions of registered record, the cancellation of plans of survey, and advises the Master of Titles in the preparation of all Master of Titles' orders under **The Land Titles Act, The Subdivision Act** and **The Land Surveys Act**.

In 1988/89, a new Land Titles Manual outlining the practices and policies of the Land Titles System was prepared and distributed to the Land Titles staff to improve their technical knowledge and achieve greater uniformity of procedure among the offices. In addition, approximately 380 copies were purchased by the public.

Table 17
Land Titles Offices - Operating Statistics by Fiscal Year

Type of Activity	1985-86	1986-87	1987-88	1988-89
Land Titles Offices				
Instruments Received	215,959	238,250	226,030	235,752
Instruments Registered	166,824	181,265	173,682	176,030
Instruments Filed	26,466	14,058	13,610	14,021
Titles Issued	65,266	75,468	72,088	72,432
Transfers & Transmissions	47,430	59,874	53,433	53,265
Mortgages	30,466	34,426	30,046	25,923
Caveats	20,017	17,001	18,445	27,564
Notices Issued	65,266	95,473	98,780	120,226
Certificates Issued	234,085	265,562	271,142	292,278
Counter Searches	244,555	236,704	257,732	248,016
Chief Surveyor's Office				
Plans Examined	1,055	1,128	1,256	991
Master of Titles Orders Completed	257	276	350	303
Number of Plans Printed	33,437	35,195	35,172	26,511

Personal Property Registry

The Personal Property Registry provides a notice filing system where a secured party (seller, lending institution, garage keeper, execution creditor, and, in some instances a buyer) may register a financing statement indicating an interest in the personal property of a debtor (buyer, person borrowing money, owner of a motor vehicle repaired by a garage, or execution debtor and, in some instances, a seller).

The Personal Property Registry also provides an enquiry system where a person intending to purchase personal property or to lend money on the security of personal property can request a search of available information registered against an individual, business, motor vehicle, mobile home, trailer, or airplane.

The Registry maintains a record of all types of registrations registered against personal property in Saskatchewan under the following Acts:

- **The Personal Property Security Act**
- **The Sale of Goods Act** or **The Factors Act**
- **The Garage Keepers Act**
- **The Executions Act**
- **The Creditors' Relief Act**

Information concerning the registrations can be obtained by an interested party on request by paying the prescribed fee.

The Personal Property Registry operates a service which allows major users of the system to establish a deposit account with the Registry and to telephone search requests directly to the Registry. The implementation of this service significantly improved access to the Registry for major users throughout Saskatchewan.

Table 18
Personal Property Registry - Operating Statistics by Fiscal Year

Type of Activity	1985-86	1986-87	1987-88	1988-89
Total Registrations	331,501	334,108	310,920	330,188
Counter Searches	36,394	26,218	20,656	18,156
Phone Searches from Judicial Centres	24,704	7,986	6,085	6,236
Telephone Enquiry Centre Searches (System)	22,150*	63,829	71,439	78,934
Total Searches processed on Personal Property Registry Computer System (internal, counter, Judicial Centres and mail requests)	169,654	174,395	170,342	181,906
SGI Searches of PPR data base	17,837	25,214	24,338	23,373

*Service Commenced October 1, 1985.

6. Administration Division

The Administration Division delivers support services to the senior management and operational components of the Department through the Administrative Services, Human Resources, Systems and Communications Branches. Other branches located within the Division are: Policing, Coroners and the Public Trustee.

Policing Branch

Policing Services administers the province's RCMP contracts, provides liaison with the police community, administers the Federal Firearms Control Program and the **Private Investigators and Security Guards Act**.

Provincial Policing

The Police Act provides authority for the Province to contract with the Federal Government for services by the RCMP. Under a Provincial Policing Agreement, the RCMP police rural Saskatchewan, the Northern Administration District, urban communities under 500 population and by means of individual municipal agreements, 89 Urban communities with populations between 500 and 1,500.

The Province has used RCMP services since 1928 under a series of contracts with the current agreement covering the 10 year period from April 1, 1981 to March 31, 1991. Under this contract policing costs are shared with the Federal Government on the basis of the provincial share being 56% in 1981/82 rising 1% per year to 1986, then 2% per year, reaching 70% in 1990/91. In 1988/89 the province paid 66% of the RCMP's provincial policing costs.

The RCMP services are provided under the direction of the Commanding Officer, "F" Division with headquarters in Regina. The province is divided into six Subdivisions which provide support services and supervision to 115 detachments. The Subdivisions are organized as follows:

Subdivision	Detachments
North Battleford	17
Prince Albert	28
Regina	21
Saskatoon	17
Swift Current	17
Yorkton	15
Total	115

The RCMP provincial police force is established at 798 operational and 120 clerical support staff who are deployed across the province.

Criminal offences in areas policed by the RCMP generally showed a moderate decline in 1988-89.

Table 19
R.C.M. Police Operational Personnel by Major Duty Type

Major Duty	Members
Detachment duties (115)	509
Highway Patrol Units (39)	87
Telecommunications (6)	60
Specialized Units (Dogs, Air, Identification, Commercial Crime, Provost Services)	103
Supervisory Personnel	39
	798

Table 20
Criminal Offences in Areas Policed by RCMP - Trends by Offence Type

	1986	%	1987	%	1988	%
Offences Against Persons	4808	+8.5	5367	11.6	4940	-8.0
Offences Against Property	24161	2.6	24877	3.0	23990	-3.6
Other Criminal Offences	3505	-6.2	4042	15.3	3667	-9.3
Impaired Drivers	7190	-.5	7465	3.8	6990	-6.4

Indian Special Constable Program

The Province also contracts with the Federal Government for RCMP service to native communities by 39 Indian Special Constables. The program followed lengthy discussions in 1973 involving the Federation of Saskatchewan Indians, the RCMP, Federal and Provincial Governments and the result has been a considerable improvement in the relations between police and native communities.

Status Indians are recruited and trained by the RCMP for postings to detachments having significant native populations. In addition, native policing units have been established at Red Earth/Shoal Lake, Little Pine/Poundmaker and Sandy Lake with units planned for Stanley Mission and Thunderchild.

The RCMP also have an additional nine Special Constable positions within the provincial police establishment which has been staffed with non-status native persons to serve non-status and Metis communities.

Firearms Control Program

In 1979, in an effort to control the proliferation of firearms in the country, the Federal Government enacted firearms control legislation. This legislation provides that any person wishing to acquire a firearm is required to obtain a Firearms Acquisition Certificate. Any person in the business of selling firearms or ammunition is required to have a business permit. A person wishing to obtain a certificate or permit must complete an application, have it approved by the local police force and pay the required fee. The legislation is enforced provincially, with costs of administration reimbursed 100% by the Federal Government.

In Saskatchewan, all business permits for sale of firearms and ammunition are issued by the Chief Provincial Firearms Officer (CPFO) located in the Policing Branch. Firearm acquisition certificates are issued by the CPFO except for Estevan, Moose Jaw, Prince Albert, Regina, Saskatoon and Weyburn where the police force issues the certificates.

Table 21
Firearms Control Program - Activity by Calendar Year

	1985	1986	1987	1988
Firearm Acquisition Certificates Issued	11,916	10,862	9,857	8,770
Firearms and Ammunition Business Permits Issued	822	789	856	879

Private Investigators and Security Guards

Under the **Private Investigators and Security Guards Act** all firms and individuals involved in the business of private investigation or, providing security for persons or property, must be licensed. The intent of the Act is to provide integrity in the industry and to ensure the public is protected by screening and licensing of both employers and employees.

Table 22
Private Investigators and Security Guards Licensing Activity

	1985/86	1986/87	1987/88	1988/89
Business Licenses	44	56	59	55
Employee Licenses	1,093	1,085	1,155	1,156

Coroners Branch

The Coroners Act provides a system for independent investigation of violent, accidental or unexplained deaths and for recommendations to appropriate authorities to prevent similar deaths. The investigations are conducted by 170 Coroners, situated throughout the province, usually in co-operation with the RCMP or local police. Forty-seven (47) of the Coroners are Medical Doctors. If the cause of death cannot be readily determined or there is considerable public interest in a case, an inquest can be ordered. If an inquest is held, six jurors will be summoned to hear evidence relating to the circumstances and arrive at a verdict as to the cause of death. Recommendations can be made by the Coroner or the Jury.

The Chief Coroner reviews all investigations, provides supervision, guidance and training where necessary and ensures recommendations are communicated to the appropriate persons or agencies. The Coroners operate as fee for service personnel, with administrative support from the Chief Coroner's office.

Table 23
1988 Coroners Investigations - By Type

	Natural	Accident	Suicide	Homicide	Undeter-Mined	Non Coroner	Incomplete	Total
Male	768	260	121	15	5	16	61	1,246
Female	349	91	23	4	4	10	26	507
TOTAL	1,117	351	144	19	9	26	87	1,753

Incomplete files have not been classified

Office of the Public Trustee

The Office of the Public Trustee administers the property of those persons who are legally incapable of handling their own estate either by reason of mental disability or minority (being under the age of 18 years) where no one else has been appointed by the Court. The Public Trustee is not the guardian of the person but administers property matters only.

The Public Trustee is also responsible for overseeing the activities of Official Administrators throughout the Province. Under the **Surrogate Court Act**, trust companies are appointed as Official Administrators to administer estates of deceased persons where no other personal representatives have been appointed. In addition, Official Administrators frequently administer estates which involve property reverting to the Crown in cases where there is no will and no known next-of-kin and, consequently, the Public Trustee is responsible for handling collections of these escheat monies under the **Escheat Act**.

The Public Trustee was established pursuant to **The Public Trustee Act** which came into effect on April 1, 1984. The Office of the Public Trustee amalgamates the former offices of the Official Guardian and the Administrator of Estates.

Property of Mentally Incompetent Persons

When a person is certified incompetent to handle his/her affairs under Section 38 of **The Mentally Disordered Persons Act**, a certificate to this effect is sent to the Public Trustee.

If there has been no committee appointed by the court under the Act and no one is willing or capable of acting on that person's behalf, the Public Trustee can administer the estate. Where the Court of Queen's Bench appoints a committee to manage the interests of a mentally incompetent person and that committee dies, the Public Trustee will administer the estate until there is a new committee appointed by the Court.

Where a private individual applies to the Court under **The Mentally Disordered Persons Act** for appointment as committee, but the Court is of the opinion that the applicant is clearly unsuitable because of a conflict of interest and could not carry out the duties in the best interest of the estate, the Court may appoint the Public Trustee as committee instead.

Service of notices of legal process can be made on the Public Trustee on behalf of persons of unsound mind who have no committee, and the Public Trustee must act in that person's best interest.

In administering an estate, the Public Trustee has the power to do all things that a competent person could do with respect to his/her estate, including buying, selling and leasing of real property; making provision for the maintenance of the person and for the support and maintenance of anyone dependent upon the person; and bringing, maintaining or defending any legal action or proceedings in respect to the person or his estate. A complete and accurate accounting of the administration of the estate is maintained in order to provide a full report to the person when he/she becomes competent to handle his/her own affairs or to the executor or administrator if that person dies.

Property of Infants

The Public Trustee must attend to property interests of persons under 18 years of age, know as infants, by administering trust funds on their behalf, representing them in court, or protecting their property rights. Most of these interests arise under deceased estates, court actions and claims resulting from **The Fatal Accidents Act** or personal injury claims. The Public Trustee is to receive notice of every application to the Surrogate Court for grant of Letters Probate or Letters of Administration when an infant has an interest or may have a claim against an estate. The Public Trustee then takes steps to ensure that the infant's interest in that estate is protected.

- Where funds are held in trust by the Public Trustee, payments may be made for the maintenance and education of the infant or to meet special expenditures in the best interest of the infant.
- Where funds or property are held in trust by an executor or administrator, the Public Trustee is required to monitor these funds or property to ensure that the administration is in the best interest of the infant. There is provision to allow distribution of the infant's assets, up to a maximum of $2,000, to a responsible adult at the discretion of the Public Trustee.
- To facilitate registration of transfers at the Land Titles Office in estates matters, upon being satisfied on affidavit evidence, the Public Trustee may issue a certificate that there are no infants (born or unborn) interested in an estate; or, the trustee may issue a consent to a transaction affecting estate land where an infant may have an interest, but the infant's interest is not being jeopardized.
- Where the infant has an interest in a transaction affecting land, the consent is required from both the infant, if he is 14 years or over, and of the parent, before the Public Trustee can consent. If the Public Trustee refuses to consent to a proposed disposition of land, a court application can be made.
- The Public Trustee's involvement in litigation is usually limited to those proceedings affecting the infant's property. The Public Trustee would not represent infants in divorce, custody or child protection areas.

- Where an action is maintained on behalf of an infant for damages for personal injury or under **The Fatal Accidents Act**, the Public Trustee may approve settlement, including solicitor's fees, on behalf of the infant. In cases where the Public Trustee refuses to approve the settlement, the parties may apply for an order of the court instead.

A complete and accurate accounting of the administration of trust funds is maintained by the Office of the Public Trustee in order that a complete report can be made when the infant becomes an adult and the funds are released.

Table 24
Office of the Public Trustee - Comparative Statistics

	1985/86	1986/87	1987/88	1988/89
Number of Incompetent Persons Estates at March 31	1,650	1,614	1,595	1,599
Total Net Value of Estates at March 31 ($000)	34,400	36,354	38,956	40,922
Average Value of Estates ($)	20,848	22,524	24,424	25,592
Number of Infants' Accounts at March 31	3,182	3,207	3,182	3,243
Total Trust Funds Held on March 31 ($000)	24,901	27,280	28,962	32,407
Average Trust Fund Account ($)	7,825	8,506	9,102	9,993
Total Assets Administered by Public Trustee ($000)	59,301	63,633	67,917	73,329
Total Number of Estates Infant Accounts	4,832	4,821	4,777	4,842
Rate of Interest Distribution				
September 30	11.69%	14.91%	10.58%	10.61%
March 31	12.02%	12.60%	10.58%	11.08%
Number of Infants' Files Without Assets held by Public Trustee	1,268	1,777	1,337	1,377
Number of Certificates and Consents issued pursuant to Sec. 172 of the Land Titles Act	2,390	2,642	2,557	2,445

Administrative Services Branch

The Administrative Services Branch provides centralized management support services to the Department. The principal responsibilities of the Branch include:

- financial management advice
- budget preparation
- revenue and expenditure accounting and forecasting
- internal audit
- procurement of goods
- mail and records services
- space and accommodation services
- development of administrative and management policies.

The 1988-89 fiscal year was a period of continued development and change for the Administrative Services Branch. A number of staff changes occurred with new incumbents hired for the positions of Director, Manager of Accounting, Manager of Internal Audit and the Administrative Assistant.

Highlights in the Administrative Services Branch in 1988/89 were:

- development and implementation of an internal audit policy for the department including full implementation of the approved internal audit program effective November 1, 1988. In 1988/89, audits were completed in four Provincial Court Offices and one special investigation was undertaken;
- an operational review of the Saskatoon Traffic Safety Court which was instrumental in streamlining the process;
- significant involvement in the design of the financial sub-systems for JAIN and PCMIS;
- documentation of existing departmental administrative policies and procedures for inclusion in the Justice Operational Policy Manual which will be distributed in 1989/90;
- implementation of the approved departmental Accommodation Policy as well as the office security policy;
- co-ordination of new accommodations for the Regina Prosecution Unit, Mediation Services, Surface Rights Arbitration Board, Provincial Mediation Board/ Rentalsman and the Securities Commission;
- continued automation of the Accounting Unit, the Support Services and Accommodation Unit and the budget and forecast processes;

- improved timeliness and accuracy of departmental fiscal forecasts; and
- timely processing of departmental revenue of $40,766,082 and expenditures of $140,795,000 (unaudited).

Human Resources Branch

The Human Resources Branch provides comprehensive support services to the Department in such areas as personnel administration, payroll, labour relations and staff training and development.

The various services the branch provides include the development and implementation of recruitment and employee relations strategies. Assistance is also provided to managers and staff in training and development planning and performance management.

The recruitment efforts of the branch are reflected in Table 25 below:

Table 25
Comparative Statistics on Staffing Actions - Human Resources Branch

	1985/86	1986/87	1987/88	1988/89
Permanent Appointments	71	108	200	217
Part-time/Temporary Appointments	174	238	155	311
Classification Requests	54	184	285	65
Staffing Requests	352	446	321	259

In the areas of employee relations, the branch continues to assist managers and employees in working co-operatively and effectively. Of the 89 grievances received during the 1988/89 fiscal year, 40 were resolved and 49 remain outstanding.

A Letter of Understanding regarding shift schedules was successfully negotiated for Pine Grove Correctional Centre. Negotiations for Letters of Understanding are continuing for Prince Albert, Regina and Saskatoon Correctional Centres, Waden Bay, White Gull and Besnard Lake Correctional Camps.

Staff Development

The Staff Development Unit staff assist departmental management in planning, developing, implementing and evaluating relevant and cost effective training and development programs for the approximately 1,800 Department of Justice staff. In addition, consultative services are provided in performance management and review.

In co-operation with the Department of Social Services, the unit co-sponsored 11 courses with 210 participants in 1988/89. See Table 26 for course titles and number of participants.

Table 26

Justice Courses	Number of Participants
Communication Skills for Supervisors	22
Effective Writing	25
Leading Effective Meetings	6
Managing Conflict	26
Managing Performance Problems	30
Personnel Effectiveness and Stress Management	25
Personnel Recruitment and Selection	7
Time Management	14
Supervisory Skills	21
Winning Presentations	3
Word Perfect Training	31
	210

Justice staff also participated in various Public Service Commission courses and programs. Table 27 lists the Public Service Commission Programs and numbers of Justice staff who participated. As well, 187 staff attended Public Service Commission courses in various locations throughout the province.

Table 27

Public Service Commission Programs	Number of Participants
Tuition Reimbursement Program	37
Administrative Development Program	7
Senior Management Program	12
Middle Management Program	15
Equity Development Program	1
Employee Wellness Pilot Project	27
	99

In recognition of the need for employees to acquire professional status, significant emphasis was given to the Education Leave Program. In 1988/89, seven employees were given leave to complete their degree or certificate requirements.

In co-operation with the Correctional Service of Canada, space was provided in six of their courses to Corrections Division staff. In 1988/89, 20 people participated in four courses:

Anatomy of a Set-up; Hostage Behaviour; Native Awareness; and Suicide Prevention.

The Staff Development Unit offers consultative services in a variety of areas and includes activities such as resourcing conferences and course development. Highlights of this consultative service included:

- Performance Management and Review Seminars
- Team Leader Forum
- Corrections Worker Conference
- Community Training Residence Conference

Occupational Health and Safety training activities included the co-ordination of Defensive Driving Course, First Aid/CPR Training and Occupational Health and Safety Committee Training. With the introduction of the Workplace Hazardous Materials Information System (WHMIS), emphasis was placed on the implementation of this new program throughout the department.

Corrections Workers Training Program

The Corrections Workers Training Program involves 12 weeks of formalized job skills training for Corrections Workers prior to undertaking full time employment at the Provincial Correctional Centres.

Under the direction and supervision of the Staff Development Administrator, sixty (60) Corrections Workers graduated with a Certificate of Corrections in 1988/89.

The curriculum of the Corrections Workers Training Program was completely reviewed and revised with a continued emphasis on developing Security Skills as well as Human Behaviour skills.

The Corrections Training College which was located at North Park Centre since 1981, was relocated to Saskatoon. It is now situated at the Saskatchewan School of Performing Arts facility.

Systems Branch

The Systems Branch provides support and direction to the department in reviewing, developing, implementing and maintaining automated systems. In order to meet its objectives the Systems Branch is responsible for:

- evaluating existing and proposed systems in co-operation with the program managers;
- conducting feasibility studies;
- providing advice and recommendations to all levels of management concerning solutions to system problems;
- co-ordinating the systems activities of the department with central agencies such as the Saskatchewan Property Management Corporation, and the Canadian Centre for Justice Statistics;
- managing third-party contracts for development and maintenance of systems;
- developing and managing the departmental systems budget;
- providing maintenance and operational support for all departmental systems;
- providing technical support on hardware and operating system software; and
- project management for new systems development and enhancement projects.

During 1988/89, the Systems Branch made a number of improvements to the level of systems support in the department.

A User Management Committee was established, consisting of management representatives from each of the divisions and major user branches, for the purpose of reviewing and recommending to the Executive Committee the annual work plan, budget and priorities for the Systems Branch activities.

A second Project Manager was hired during the year providing improved and more dedicated support to the department's systems. This allowed complete responsibility for all aspects of each project to rest with an assigned project manager.

The Data Entry Services were contracted out to the private sector resulting in a significant cost saving to the department for these services. All Data Entry staff affected by this initiative were redeployed within the Public Service.

Several initiatives were started in the technical environment to improve the operation of the department's computer hardware and to make Information Technology available to more staff.

A technical hardware study that reviewed the department's computing requirements was completed and identified an upgrade to the department's computers to increase the capacity to handle growing demand. The upgrade will take place in the 1989/90 fiscal year.

A number of Office Automation work stations (PC's and terminals) were installed in a network which allows full sharing of files and printers between all users.

Progress was made on new development initiatives and enhancements to several of the projects during the year.

The system which handles the processing of Summary Offence Tickets was rewritten and implemented as an enhancement to the Justice Automated Information Network (JAIN).

Computer printers at all JAIN sites were replaced to provide the capability to print bilingual court documents required as a result of amendments to the Criminal Code.

The capability to provide court statistics was developed and implemented as an enhancement to the JAIN system

The computer hardware for the Automated Enforcement of Maintenance Orders (AEMO) was upgraded to support the AEMO office expansion.

The Chief Surveyors Index (CSO) System was enhanced to provide graphic inquiry display of the CSO database and to provide Department of Highways with on-line access to the CSO database.

The Queen's Bench scheduling system was enhanced to provide improved scheduling capability and case load statistics for the Court.

An on-line communications link was added to the Corrections system to include the Pine Grove Correctional Centre in the network.

A Personnel and Training system was installed in the Human Resources Branch providing improved personnel information to the department.

During the 1988/89 fiscal year there has been significant activity in acquiring new equipment, analyzing and documenting system requirements for a number of Boards and Commissions including:

Human Rights Commission;
Criminal Injuries Compensation Board;
Land and Surface Rights Review Board;
Public and Private Rights Board;
Farm Land Security Board;
Mediation Services;
Office of the Rentalsman/Provincial Mediation Board; and
Saskatchewan Police Commission.

Communications Branch

Communications Branch provides the central support resources necessary for the Department to meet its communication objectives. This includes responsibility for the following activities:

- consultation with Branch Managers and the Senior Management of the Department concerning the development and implementation of communication projects;
- review and development of budgets relating to communication initiatives by the Department;
- liaison with all suppliers of communication related services;
- review and approval of all expenditures related to communication initiatives of the Department;
- review and approval of all advertising placement made on behalf of the Department;
- review and approval of all media releases issued by the Department;
- provide primary media contact and consultation for the Department;
- development of initiatives which will improve the flow of information between the Department and the various publics with which it interacts.

Branch activity in the 1988-89 year was concentrated in three major areas; crime prevention, public information and internal processes.

Development and implementation of an informational media campaign highlighted National Crime Prevention Week. Nominations for provincial crime prevention awards were received and processed in conjunction with Policing Branch and a luncheon honouring recipients was hosted.

The branch also provided ongoing media liaison and was responsible for preparation of the Department Annual Report.

7. Boards and Commissions

The Farm Land Security Board

The Farm Land Security Board administers Part II and III of **The Saskatchewan Farm Security Act**.

The Board is presently composed of seven members. Administration is the responsibility of a General Manager who is assisted by three secretarial staff. Field staff number thirty-four.

The Saskatchewan Farm Security Act consolidated, revised and replaced various farm protection statutes which had been in place for some time. Put into force on September 1, 1988, it continued the Farm Land Security Board's role in the investigation of farm foreclosures and its responsibility to report to the Court when mediation is unsuccessful. The new Act created Mediation Services to mediate between lenders and farmers.

Time frames with respect to farm land Foreclosure Notices were changed. Now in force is a 60 day period to allow for preliminary investigation followed by a minimum of 45 days for mediation. If mediation is unsuccessful, the Board is allowed a further 45 days to prepare its Report to the Court of Queen's Bench. The report gives the Board's view on whether the farmer has a reasonable possibility of meeting his obligations under the mortgage comments on the sincerity of the farmer's efforts in this respect. The report must also comment if a Mediation Certificate has been issued and comment on whether a homestead is involved in the foreclosure. The Board may also address any matter it feels relevant to the foreclosure application.

Table 28
Farm Land Security Board - Operating Statistics by Fiscal Year: Foreclosures

	Jan. 1 - Mar. 31/1985	1985/86	1986/87	1987/88	1988/89
Notices Filed	130	449	423	1,249	1,224
Cases Completed					
- Mediated	11	103	154	207	671
- Court Report Prepared	7	168	157	254	484
Total	18	271	311	461	1,155
Court Report					
- Favouring Farmers	0	47	22	37	102
- Favouring Creditors	0	79	81	129	249
- No representation	7	24	28	48	27
- Neutral	0	18	26	40	106
Total	7	168	157	254	484

Due to the intervention of the Farm Land Security Board and Mediation Services, most Notices of Intent to Foreclose are resolved without a foreclosure taking place.

Table 29
Farm Land Security Board Operating Statistics by Fiscal Year: Home Quarter Protection

	June 1, 1988 to March 31, 1989
Orders Issued	687
Orders Denied	20
Inactive	46
- Withdrawn (12)	
- No Homestead (22)	
- Other (12)	
Total	753

Mediation Services

The Saskatchewan Farm Security Act was introduced in 1988 and consolidated under one act debtor-creditor law relating to farmers. The legislation focused on mediation as the preferred method of dispute resolution with the creation of mediation services on September 1, 1988.

Mediation Services consists of a Manager, responsible for administration and training, three secretarial staff and twenty mediators. The mediators, located throughout the province, are under contract and mediate disputes on a per-case basis.

The legislation provides for mediation:

- When a creditor attempting to foreclose on farmland files a Notice of Intention to Foreclose with the Farm Land Security Board;
- When a creditor has made an application to court to take possession of farm equipment and the farmer or creditor requests the matter be adjourned to permit an opportunity for mediation.

The role of Mediation Services is to mediate between farmers and creditors when legal action is initiated. An independent third party assists both sides in achieving an acceptable solution to their financial difficulties outside the court room.

Mediators do not have the authority to impose an agreement on either the farmer or the creditor. However, when mediating farmland foreclosures the mediator may file a mediation certificate with the Farm Land Security Board if, in his/her opinion either party did not participate in mediation in good faith. The certificate ultimately will be placed before a judge who must take it into account in deciding whether the foreclosure should proceed.

Mediation Services has been successful in creating a forum where farmers and lenders can work together in developing acceptable solutions to their farm debt problems. Of the 237 cases completed as of March 31, 1989, over 80 per cent were successfully mediated.

Table 30
Mediation Services Operating Statistics by Fiscal year

September 1, 1988 - March 31, 1989

	Notices Received	Farmers Involved
Farmland Foreclosures	1004	897
Machinery Disputes	2	2
Total	1006	899
Mediation Commenced		497
Notices Withdrawn		173
Files Completed:		
Mediated		200
Not Mediated		37
Mediation Certificates Issued		1
Active Cases as of March 31/89		260

Provincial Mediation Board/Office of the Rentalsman

Under **The Provincial Mediation Board Act**, the Board assists debtors and creditors by mediating disputes and reaching satisfactory settlements for payment of indebtedness without the necessity of legal proceedings. Any debtor or creditor may apply to the Board for assistance in arranging settlement of a debt or for consolidation of debts.

Services are provided through regional offices in Regina, Saskatoon and Prince Albert.

Office of the Rentalsman

Under **The Residential Tenancies Act**, the Office of the Rentalsman has authority to make rulings on the following: disposition of abandoned property; arrears in rent; claims for compensation and damages; possession of premises; and disputes over statutory conditions which set out the obligations of landlord and tenant and which form part of every tenancy agreement. The Provincial Mediation Board administers the provisions regarding rent increases and security deposits.

An agreement between the Office of the Rentalsman and Social Services was continued during the year. Under the terms of the agreement, Social Services pays rent arrears for tenants on social assistance before an Order for Possession is issued by the Rentalsman.

The Rent Stabilization Program

The Rent Stabilization Program was introduced in December, 1983, to protect tenants from unreasonable rent increases. The Program also provides an opportunity for tenants and landlords to come to mutual agreement about rent increases without the necessity of government involvement.

The Program covers most rental units four years old or more in Saskatchewan cities and towns with populations of more than 2,000. Under the Program, tenants who receive a notice of rent increase have 30 days to ask for a review if they disagree with the amount of the rent increase. If the tenant does not request a review within 30 days, the rent increase takes effect at the end of the notice period. The number of tenant applications for rent review continued to decrease while rent increases approved by the Board averaged almost 2%.

Security Deposits

A landlord wishing to retain all or a portion of a security deposit, must apply to the Provincial Mediation Board if the tenant objects to the amount. The application is filed and the full amount of the security deposit plus interest is held in trust until a decision is made. A full investigation is conducted including contact with both parties if at all possible.

Landlords and Tenants

The Landlord and Tenant Act applies to landlord/tenant disputes not covered by **The Residential Tenancies Act**. Where there is hardship to a tenant, he/she may apply to the Board for a Prohibition Order to prevent a landlord from taking possession of premises for a stated period of time. The Board files such a Prohibition Order with the court of the Sheriff. In regard to farmland, the Order only applies to two acres of land and buildings.

Debt Management and Credit Counselling

Under Part X (Orderly Payment of Debts) of the federal Bankruptcy Act, and Section 6 of **The Provincial Mediation Board Act**, the Board is able to assist any debtor or creditor in arranging settlement of a debt or consolidation of debts, thus providing a practical alternative to bankruptcy. Services include the issuing of a "Consolidation Order" under **The Bankruptcy Act** or reaching a voluntary agreement under **The Provincial Mediation Board Act** to arrange for affordable repayment contracts.

Both long and short term arrangements are made with creditors on behalf of debtors, depending on the circumstances.

Credit counselling is an essential part of debt management. This part of the program provides preventative and rehabilitative services to debtors in the form self-help information and confidential counselling. Staff members present seminars on the Board's role in debt management and credit counselling. The program also provides some general assistance in sound management of money and credit.

Debt management and credit counselling services are provided throughout the province from offices located in Regina and Saskatoon.

Other Legislation

The Board administers portions of a number of other acts where they relate to rental, sale or credit provisions. The Board also administers the section of **The Land Titles Act** which deals with the power to lease mortgaged land.

The Agricultural Leasehold Act

The Provincial Mediation Board may settle a disagreement between a landlord and tenant for re-entry by a tenant to complete the harvest or remove harvested crops from the property formerly leased to the tenant. If the crop grown by a tenant has not been harvested within the time limit provided in the Act, an order may appoint the landlord or some other person to complete and remove the harvest and give directions to dispose of and account for the crop or proceeds of any sale.

The Farm Security Act

The Board administered provisions in the Act pertaining to protection of the homestead until June, 1988 when the Act was repealed and replaced by the **Saskatchewan Farm Security Act** which is now administered by the Farm Land Security Board.

The Land Contracts Actions Act

When an action is to be commenced for foreclosure of a mortgage on non-farmland or the cancellation of an agreement for sale (except on farmland), the plaintiff must serve the Board with a thirty day "Notice of Intention" before making application to the Court for a hearing before a Judge. The proposed defendant is notified of the intended proceedings and is given an opportunity to arrange settlement with the assistance of the Board.

The Tax Enforcement Act

Under the Act, a municipal authority must apply to and obtain the Board's consent before taking action to acquire title to land by tax sale. The Board provides a mediation service to ensure that property owners do not unnecessarily lose property because of tax arrears. Applications have increased significantly these past four years.

Table 31
Residential Tenancies Act - Operating Statistics by Fiscal Year

Applications Received	1985/86	1986/87	1987/88	1988/89
Landlord and Tenant Relations *	4,307	4,906	5,166	5,53
Security Deposits	2,335	2,667	2,513	2,588
Rent Review	0	0	0	0
Rent Stabilization	807	652	479	168
Total Applications	7,449	8,225	8,158	8,309

* Includes such matters as:

Disposition of Abandoned Property
Arrears in Rent
Claims for Compensation and Damages
Possession of Premises
Contravention of Statutory Conditions

Table 32
Debt Management and Credit Counselling - Operating Statistics by Fiscal Year

	1985/86	1986/87	1987/88	1988/89
Debt arrangements (Orderly Payment of Debt - Part X Bankruptcy Act)				
Mediation of Debt (Prov. Med. Board Act - Section) (Long term)	398	322	199	198
Budgeting and Credit Counselling (New, short term)	197	303	335	326
Total	595	625	534	524
Budgeting Assistance and Client Interviews	1,296	1,235	969	1,075

Table 33
Provincial Mediation Board - Operating Statistics by Fiscal Year

Applications	1985/86	1986/87	1987/88	1988/89
The Land Contracts (Actions) Act	1,184	1,030	1,035	1,196
The Tax Enforcement Act	406	553	577	582
Total	1,590	1,583	1,612	1,778
Orders Issued:				
The Agricultural Leaseholds	1	0	1	0
The Land Titles Act	1	1	0	0
The Farm Security Act*	254	372	482	106
The Tax Enforcement Act	57	67	59	64
The Rural Municipalities Act	0	0	0	0
The Landlord and Tenant Act	4	2	0	2
Total Orders Issued	317	448	542	172
Total Applications and Orders	1,907	2,015	2,154	1,950
Writs Received from Court of Queen's Bench	7,515	7,108	7,443	7,677

* Responsibility for Saskatchewan Farm Security Act Orders was transferred to Farm Land Security Board in June, 1989.

The Provincial Mediation Board Trust Account
Statement of Financial Position as at March 31, 1989

Statement 1

	1989	1988
ASSETS		
Cash	$ 256,258	$ 198,165
Total Assets	$256,258	$198,165
LIABILITIES		
Reserve RE: Minimal Amounts	$ 11	$ 11
Trust Account Balances (Statement 2)		
Orderly Payment of Debt Program	77,042	62,126
Mediation of Debt Program	51,354	31,532
Tax Enforcement Proceedings	2,000	4,200
The Residential Tenancies Act - Security Deposits	125,851	100,296
	$ 256,258	$ 198,165

(See accompanying notes)

The Provincial Mediation Board Office of the Rentalsman - Trust Account
Statement of Changes in Trust Account Balance For the Year Ended March 31, 1989

Statement 2

Ruling on Dispute	1989	1988
Receipts from landlord or tenant	$ 287	$ 1,816
Payments to landlord or tenant	287	2,278
Increase (decrease) in Trust Account	0	(462)
Balance, beginning of year	0	462
Balance, end of year to Statement 1	$ 0	$ 0

(See accompanying notes to the financial statements)

The Provincial Mediation Board
Office of the Rentalsman - Trust Account
Notes to Financial Statements
March 31, 1989

1. Legislative Authority

Pursuant to provisions of **The Residential Tenancies Act**, the office of the Rentalsman - Trust account was established for the purpose of receiving and disbursing monies, under section 47 of **The Residential Tenancies Act**. For administration reasons these trust monies are administered through the Provincial Mediation Board Trust Account but are reported separately for purposes of Section 69 of **The Residential Tenancies Act**.

2. Accounting Policies

These financial statements are prepared on a cash basis.

Interest earned on the trust funds is paid to the Consolidated Fund directly by the bank on a monthly basis. Accordingly, the receipts and payments of interest are not shown in the statement of changes in trust account.

In accordance with established government practice, the Trust Account has not been charged with any administrative costs and no provision for such costs is reflected in these statements. These costs are born by the Department of Justice from monies appropriated by the Legislature for such purposes.

The Provincial Mediation Trust Account
Statement of Financial Position as at March 31, 1989

Statement 1

	1989	1988
ASSETS		
Cash	$ 0	$ 0
	$ 0	$ 0
LIABILITIES		
Trust Account Balances (Statement 2)		
Ruling on disputes	$ 0	$ 0
	$ 0	$ 0

(See accompanying notes to the financial statements)

The Provincial Mediation Board Trust Account
Statement of Changes in Trust Account Balances For the Year Ended March 31, 1989

Statement 2

	1989	1988
Orderly Payment of Debt Program		
Receipts from clients	$ 510,583	$ 490,098
Payments to creditors	495,667	498,514
Increase (decrease) in Trust Account	14,916	(8,416)
Balance, beginning of year	62,126	70,542
Balance, end of year to Statement 1	$ 77,042	$ 62,146
Mediation of Debt Arrangement		
Receipts from clients	$ 275,904	$ 238,958
Payments to creditors	256,082	245,958
Increase (decrease) in Trust Account	19,822	(7,000)
Balance, beginning of year	31,532	38,532
Balance, end of year to Statement 1	$ 51,354	$ 31,532
Land Contracts		
Receipts from mortgagors	$ 4,632	$ 10,004
Payments to mortgagees	4,632	10,004
Increase (decrease) in Trust Account	—	—
Balance, beginning of year	—	—
Balance, end of year to Statement 1	$ —	$ —
Tax Enforcement Proceedings		
Receipts from property owners	$ 112,744	$ 172,551
Payments to municipalities	114,944	170,126
Increase (decrease) in Trust Account	(2,200)	2,425
Balance, beginning of year	4,200	1,775
Balance, end of year to Statement 1	$ 2,000	$ 4,200
The Residential Tenancies Act - Security Deposits		
Receipts from landlords	$ 339,597	$ 326,054
Payments to landlord and/or tenants	314,042	314,386
Increase (decrease) in Trust Account	25,555	11,668
Balance, beginning of year	100,296	88,628
Balance, end of year to Statement 1	$ 125,851	$ 100,296

The Provincial Mediation Board Trust Accounts
Notes to Financial Statements
March 31, 1989

1. Legislative Authority

The Trust Account was established for the purpose of receiving and disbursing monies for persons who have entered into negotiations for the settlement of debts, either through **The Provincial Mediation Board Act** or through the Orderly Payments of Debts Provisions. The security deposits received by the Board pursuant to the provisions of **The Residential Tenancies Act** are also administered through this Trust Account. Monies received under Section 47 of **The Residential Tenancies Act** are also administered through the Provincial Mediation Board Trust Account but are reported upon separately.

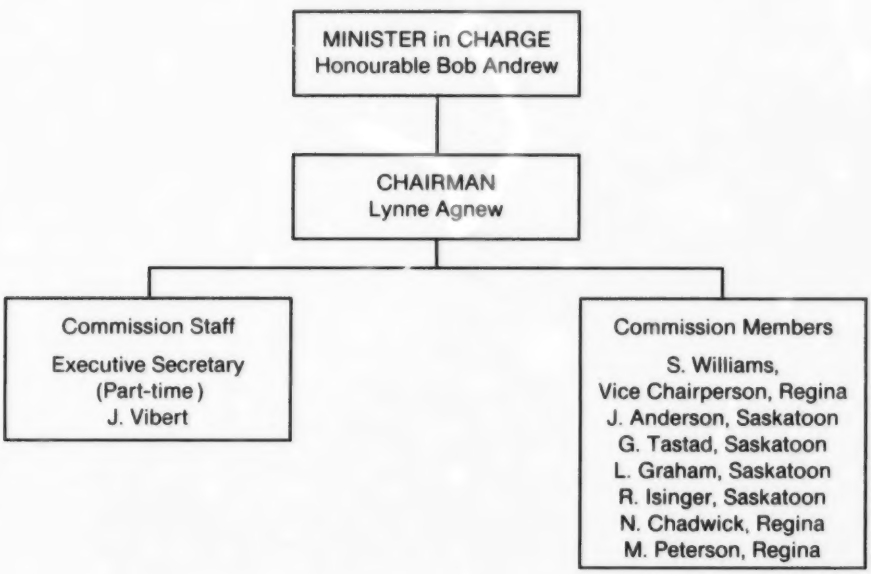
2. Accounting Policies

These financial statements are prepared on a cash basis.

Interest earned on trust funds is paid to the Consolidated Fund by the bank directly on a monthly basis. Accordingly, the receipts and payments of interest are not shown in the statement of changes in trust account.

In accordance with established government practice, the Trust account has not been charged with any administrative costs and no provision for such costs is reflected in these statements. These costs are born by the Department of Justice from monies appropriated by the Legislature for such purposes.

Rent Appeal Commission
Organization Chart
March 31, 1989



Rent Appeal Commission

The Rent Appeal Commission was established as an independent body to provide landlords and tenants with a process of appeal from orders issued by the Rentalsman or the Provincial Mediation Board.

The Commission is presently composed of a Chairman, located in Saskatoon, a Vice Chairman, located in Regina and six board members. Usually three Commission members are assigned to hear appeals in the major centres in the province. Hearings are held in an informal manner and are open to the public.

The Commission is not bound by any findings of the Provincial Mediation Board on rent review cases or by orders of the Office of the Rentalsman. The Commission determines each case on its merits and renders a decision it deems just and equitable in the circumstances.

Orders of the Commission may be appealed, on a question of law or jurisdiction, to the Court of Appeal. Such appeals may be made by the persons affected by the order, within 30 days of the date of the order.

The majority of appeals address landlord-tenant disputes arising from a broad spectrum of landlord/tenant transactions. Appeals related to rulings on disputes are increasing each year. The Commission believes this trend will continue as both tenants and landlords become more aware of their rights and responsibilities in regard to landlord/tenant disputes.

The total number of appeals filed with the Rent Appeal Commission for the fiscal year 1988/89 was 297. It is interesting to note that of this number, 220 were received from Saskatoon and the northern portion of the province, while 77 were received from Regina and the southern part of the province. Of the 297 appeals received, 194 were initiated by tenants and 103 by landlords. The appeals allowed, dismissed and amended are reasonably evenly balanced in relation to the percentage of the total of appeals by tenants and landlords.

Table 34
Rent Appeal Commission - Operating Statistics by Fiscal Year

	1985/86	1986/87	1987/88	1988/89
Appeals Received	244	274	285	297
Plus:				
Backlog completed from previous year	35	20	48	40
Sub Total	279	294	333	337
Less: Backlog carried to next fiscal year	20	48	40	90*
Less: Appeals closed	-	-	-	11**
Less: Appeals withdrawn	11	13	10	13
Total Appeals Completed (Ordered On)	248	233	283	223

* Hearings were not held from December, 1988 until March, 1989 when a new Chairperson was appointed. Backlog of files developed and carried over to the next fiscal year.

** Files opened, but Rent Appeal Commission unable to schedule hearings because of lack of information supplied by appellant.